COURSE REGISTRATION

Return this form via fax at least 15 business days prior to the start of the course. The instructor will provide the student with a confirmation once payment information is received.

STUDENT INFORMATION

STUDENT NAME

AGENCY CODE

AGENCY NAME

STUDENT OFFICE NUMBER

OFFICE FAX NUMBER

STUDENT EMAIL ADDRESS (Required)

AGENCY POINT OF CONTACT (POC) (Required)

POC OFFICE PHONE #

POC EMAIL ADDRESS

COURSE INFORMATION

TRAINING LOCATION (City and State)

USDA- Client Service Office

14th & Independence SW, Room 1623

Washington, DC 20250

COURSE NUMBER

COURSE NAME

COURSE START DATE/Time

COURSE END DATE

PAYMENT INFORMATION - Training courses may be charged to an agency’s credit card or by SF182

CREDIT CARD ACCOUNT NUMBER

EXPIRATION DATE

CARDHOLDER NAME

CARDHOLDER PHONE

CARDHOLDER FAX NUMBER

BILLING STREET ADDRESS

CITY

STATE

ZIP

CARDHOLDER EMAIL ADDRESS (Required)

AUTHORIZED CARDHOLDER SIGNATURE

CANCELLATION POLICY

SCHEDULED TRAINING COURSES

An agency may cancel a student from a scheduled session up to one week before the start of the course. If we receive a cancellation less than 5 business days prior to the start of the course, the agency will be billed for that student. The agency can make student substitutions at its own discretion.

AGENCY REQUESTED COURSES

Cost will be based upon the total number of students enrolled in the session; the credit card may be charged 1 week prior to the start of the session. The agency can make student substitutions at its own discretion.

Revised: 09/14/10